

[Date]

[Name of Utility]

Attn: [Utility Designated Contact]

[Street Address]

[City, State, Zip]

Subject: Preliminary Plans for Improvement Project Des. No. [1234567]

Dear [Utility Designated Contact]:

In accordance with 105 IAC 13-3-3(a), this letter serves as your notice that the Indiana Department of Transportation is sending you preliminary plans which are attached for the proposed project Des. No.[1234567 on SR 00 in County Name] County, Indiana.

We are providing the following information to assist in your planning:

- | | |
|---|--|
| (1) Name or Route number: | [from SPMS schedule use "Route Number"] |
| (2) Geographical limits: | [from SPMS schedule use "Location", "From RP", "To RP".] |
| (3) General description of work: | [from SPMS schedule use "Work Type"] |
| (4) Anticipated date approved work plan will be needed: | [from SPMS use "Utility Coordination" "Est/Act Finish" date] |
| (5) Anticipated ready for contracts date: | [from SPMS schedule use "Ready for Contracts" "Est/Act Finish" date] |
| (6) Name of designer and contact information: | [from SPMS schedule use "Start Plan Development" "Person Responsible" and "Phone" information] |
| (7) Major or Minor project: | [Use same designation as in past notices] |

In accordance with 105 IAC 13-3-3(a), after receiving the preliminary plans, each utility shall do the following:

- (1) Review the preliminary plans.
- (2) Declare in writing to the Department whether there are or are not conflicts between its facilities and the improvement project.
- (3) Detail in writing to the Department any conflicts between its facilities and the proposed improvement within: [(A) thirty (30) days for minor projects.] [(B) sixty (60) days for major projects.]

In accordance with 105 IAC 13-3-3(a) failure to reply within the allotted time shall be deemed an indication of no conflicts. In the event of conflicts, the utility may recommend design changes for the improvement project to minimize utility costs or delays. The Department will review the recommended changes and implement the changes where appropriate.

We are not requesting utility relocation plans or a work plan at this time. This notice is given so that the utility has an opportunity to inform us of potential conflicts with our project so we can minimize impacts as we move forward with our design.

Where your facilities exist on private property by virtue of a compensable land right, the cost of preliminary engineering expenses are eligible for reimbursement. If you are eligible for reimbursement, contact me for authorization prior to incurring any expenses. The use of a consultant to provide review of these plans or preliminary engineering must also be authorized before incurring expenses. Costs incurred prior to written authorization will not be reimbursed.

Please send your response to: [Utility Coordinator Name, Utility Coordinator Agency, Street Address, City, State, Zip Code, Tel: 123-456-7890, Fax: 123-456-7890, insert.email@address.here.com.] Thank you for your attention to these matters.

Sincerely,

[Utility Coordinator Name],
[Utility Coordinator Title]

Attachment [Name and describe type of attachment]
Cc: File